



Quantity Surveyor

The candidate will manage all costs and contracts relating to projects within the company, from the initial calculations to the final figures. They must seek to minimise the costs of a project and enhance value for money, while still achieving the required standards and quality.

Duties include:

- Cost planning and commercial management throughout the entire life cycle of the project from inception to post-completion.
- Value determination.
- Risk management and calculation.
- Procurement advice and assistance during the tendering procedures.
- Tender analysis and agreement of the contract sum.
- Commercial management and contract administration.
- Assistance in dispute resolution.
- Asset capitalization.
- Interim valuations and payment assessment.
- Cost management process.
- Assessing the additional costs of design variations, and providing substantiation
- Production of company pre-qualification questionnaire (PQQ) documentation in line with company policies.
- Provide assistance support and guidance on commercial issues

Recommended qualifications:

- Qualified Quantity Surveying
- Experience within a similar role
- Commercially astute – working knowledge of standard forms of contract and standard methods of measurement
- NEC3 experience
- Good knowledge of Early warnings and CE procedures within NEC3
- Must be flexible and able to work as part of a team and using own initiative
- Excellent communication skills both written and verbal
- Ability to use a range of IT packages including Microsoft Office and bespoke packages
- Literate and Numerate
- Good organisational skills and the ability to prioritise
- Ability to work to deadlines and with minimum supervision